Community Assistant Position Description 2017-2018

The Community Assistant (CA) position at the University of Nevada, Reno is viewed as a means of supporting one’s education. Few student positions provide a better opportunity for experience in leadership and human relations. CAs fulfill many roles on their floors, in their residence hall, and in the Residential Life department. For many resident students, their CA will be the most important link to the university while in the residence halls. A CA’s helpfulness, empathy, interest, and concern will be seen as a reflection of the spirit of cooperation among the residents. As a role model, CAs have the responsibility to portray both a positive image and attitude. A CA’s presence in the hall as a mature, responsible student and adult is the central point around which all other facets of the job revolve. Lastly, the CA position is a job, and should be prioritized as such.

CAs perform a variety of tasks within the broad categories listed below: these are by no means all of the responsibilities of a CA. Other tasks may be assigned that are not included in this description. The CA position is a paraprofessional position within the Student Services Division and it is expected that each individual will support the Diversity Statement.

**Diversity Statement (D1)**
Student Services strives to foster a climate that nurtures diversity and promotes a learning environment that stimulates debate and free inquiry within the bounds of courtesy, sensitivity, confidentiality, and respect both in and out of the classroom setting. Student Services staff communicate the knowledge that ALL students’ presence and contributions are of great value. Assessment of our own ability to identify and respond to issues and their effect on campus climate is particularly relevant for all staff who work in Student Services. We seek to learn as we lead and collaborate with all members of our University community. Student Services will ensure that all programs, services, and office environments are welcoming and able to assist any person regardless of his or her race, gender, age, sexual orientation, religion, ethnicity, national origin, or ability.

**Community Development (C1)**
All CA positions are located in Canada hall as this is the primary residence hall for returning University students. CAs build community through regular and ongoing personal contact with residents, primarily while working the front desk. This is supplemented with programming, peer support, and providing information or referrals to campus resources. CAs are expected to fulfill programming expectations set forth by their supervisor, the Graduate Resident Director (GRD). Much of the programming will be passive rather than active, occurring through the front desk / lobby area while CAs are working their required desk hours. CAs may be responsible for additional “need-based” programming, and also help to develop leadership in the community. This includes getting residents involved with Leadership Council, the Residence Hall Association (RHA), and other leadership opportunities.

**Desk Operations, Safety/Security, and Residential Duties (R1)**
CAs will assist with providing security for all residents. This includes desk coverage on weekdays and weekends. CAs will be required to work up to 10 hours per week of paid desk hours in addition to their on-duty requirements. A first year CA will be paid $8.25/per hour and they will receive a $.25 raise for each additional year worked. For example, if you are a second year CA you will get paid $8.50/hour. Also, CAs will remain on campus to provide on-duty coverage for either Thanksgiving or Spring Break. CAs must be familiar with, follow, and enforce all residence hall policies, and document violations of those policies.
CAs respond to and assist with crises such as fire alarms, power outages, maintenance concerns, and other emergencies to ensure student safety and security.

CAs are responsible for a variety of administrative tasks, including checking residents into and out of their rooms, documenting incidents/violations, and weekly reports, among others. The CA is also required to attend weekly staff meetings and one-on-one meetings with their GRD.

CAs are expected to be available several weeks prior to opening the halls in the fall for training purposes, and up to one week prior to the start of the spring semester. CAs are to remain in the halls for up to two days after the halls close at the end of each semester. Enrollment in over 17 credits is permitted only with prior written approval of the Area Director. If you wish to take summer classes you may only do mini term and first term as second and third term may interfere with Fall training. Wintermester classes are not permitted to be taken. Outside employment and/or structured activities require more than 5 hours of time per week must receive written approval from the Area Director. Community Assistants are not eligible to work in another on-campus position due to the required amount of desk hours stated in their employment contract. Outside commitments must not interfere with any job responsibilities, and must not result in unsatisfactory academic performance.

An individual in this position may be required to lift up to 50 lbs in routine, daily performance of duties.

In addition to the normal CA responsibilities, CA may be required to participate in at least one other special assignment area. Possibilities include department committees, assisting with leadership council, other department work groups.

**Qualifications and Compensation**

Applicants for the position of CA must be a full-time student in good standing and eligible to live in the residence halls. All CAs must have a minimum of 2 semesters of college coursework completed by the time of employment and maintain a cumulative GPA of 2.70 or higher throughout employment. Students employed are expected to maintain 30 credits of coursework per academic year or average 15 credits per semester.

The University of Nevada, Reno will compensate CA for the length of time served as a CA by furnishing a room (assignment may include a roommate), utilities, and meal plan D (options for enrolling in A, B or C are available at an extra cost). Meals are not provided during holiday breaks even for those on duty. The average value of the compensation is approximately $9,200 for CAs for the academic year. In addition, those who successfully complete at least two semesters as a CA will receive a partial tuition waiver ($14 a credit for up to 15 credits). This position routinely requires less than 20 hours per week for CAs.

Please understand that your CA compensation may interfere with any financial aid you may receive. It is your responsibility to consult the Financial Aid office.

*The Department of Residential Life, Housing and Food Services is committed to students graduating within four years. Therefore, we seek to employ students who have the ability to maintain at least 15 credits per semester and handle the demands of a student leadership position.*